

EQUAL EMPLOYMENT PRACTICES COMMISSION

City of New York

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October 29, 2009

Commissioner James Hanley
Office of Labor Relations
40 Rector Street
New York, New York 10006

Re: Preliminary Determination Pursuant to the Audit of the Office of Labor Relations (OLR) and its Compliance with the City's Equal Employment Opportunity Policy from January 1, 2006 through December 31, 2008

Dear Commissioner Hanley:

Pursuant to Chapter 35, Section 814(a)(12) of the New York City Charter, the City established the Citywide Equal Employment Opportunity Policy (EEOP), a set of uniform standards and procedures designed to ensure the equality of opportunity for women and minority municipal government employees and job applicants, and, consistent with federal, state and local laws, identified other groups for protection from discrimination in employment by city agencies.

Pursuant to Chapter 36 of the New York City Charter, the Equal Employment Practices Commission (EEPC) is empowered to audit and evaluate the employment practices, programs, policies and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members, and women. (New York City Charter, Chapter 36, sections 831(d)(2) and (5).)

The Charter defines city agency as any "city, county, borough or other office, administration, board, department, division, commission, bureau, corporation, authority, or other agency of government, where the majority of the board members of such agency are appointed by the mayor or serve by virtue of being city officers or the expenses of which are paid in whole or in part from the city treasury..."

This letter contains the preliminary determinations of the EEPC pursuant to its audit of compliance by the Office of Labor Relations (OLR) during the thirty-six month period commencing January 1, 2006 and ending December 31, 2008. Requests for corrective actions

and/or recommendations are included where the EEPC has determined that the OLR has failed to comply in whole or in part with the City's EEO Policy.

All recommendations for corrective actions are consistent with both the audit's findings and the parameters set forth in the EEO Policy, which, in accordance with section 815 of the City Charter, holds agency heads responsible for the effective implementation of Equal Employment Opportunity. Therefore, the Office of Labor Relations should incorporate these recommendations in its agency-specific EEO Plan. The relevant sections of the City's EEO Policy are cited in parenthesis at the end of each recommendation.

In addition, this Commission is empowered by Section 831 of the City Charter to recommend all necessary and appropriate actions to ensure fair and effective affirmative employment plans for minority group members and women. Consequently, this Commission may make recommendations pursuant to this audit that may not be currently mandated by the aforementioned uniform standards and procedures.

The purpose of this audit is to evaluate the agency's compliance with the EEOP, not to issue findings of discrimination pursuant to the New York City Human Rights Law.

Scope and Methodology

Audit methodology included an analysis of OLR's responses to an EEPC Document and Information Request Form. EEPC staff also analyzed City-wide Equal Employment Database System (CEEDS) data prepared by the Department of Citywide Administrative Services (DCAS) which determines underutilizations and concentrations of targeted groups within the agency's workforce. These designations represent imbalances between the number of employees in a particular job category and the number that would reasonably be expected when compared to their availability in the relevant labor market. CEEDS data is critical in identifying underutilization in the city's workforce. Where underutilization is revealed within an agency's workforce, auditors determine whether an agency has undertaken reasonable measures for addressing underutilization.

At present, the CEEDS data requires updating in order for the underutilization analysis to provide an accurate measure of the employment practices of city agencies; the DCAS is currently updating this data. Upon completion, the EEPC will review the data and make supplemental recommendations pursuant to this audit, if necessary.

EEPC auditors also conducted in-depth, on-site interviews with OLR's EEO Officer, two EEO Counselors, the Agency Counsel, and the Human Resources Director/Career Counselor/Disability Rights Coordinator.

Sixty-seven percent of the OLR's employees responded to the EEPC's online Employee Survey via Cityshare and 29% of supervisors/managers (who oversee 5 or more employees) filled out the EEPC's Manager/Supervisor Interview Questionnaire. The survey and questionnaire findings are included as appendices and are discussed throughout this report.

Description of the Agency

The Office of Labor Relations (OLR) represents the Mayor in the conduct of all labor relations between the City of New York and labor organizations representing employees of the City. In addition, OLR administers the Employee Health Benefits Program, Management Benefits Fund, NYC Employee Assistance Program, Medicare Reimbursement Program and the Tax-Favored Benefits & Citywide Programs including the Deferred Compensation Plan and the New York City Employee Individual Retirement Account.

Personnel Activity During the Audit Period

According to data provided by the OLR, during the audit period, 31 people were hired: 15 Caucasians, 11 African-Americans, 3 Hispanics, 1 Asian, and 1 Native American. Of the individuals hired, 17 were female. Four individuals were promoted during the audit period: 2 Caucasians, 1 African-American, and 1 Hispanic. Of the employees promoted, 3 were female. (Appendix 4)

The OLR reports that 2 full-time employees were involuntarily separated during the audit period: 1 African-American and 1 Caucasian. Of the employees separated, 1 was female. Between January 2006 and December 2008, the total number of employees decreased by 18 from 123 to 105. The number of African-American employees increased from 31% to 35%, Caucasian employees increased from 42% to 44%, Hispanic employees decreased from 15% to 12%, and Asian employees decreased from 10% to 9%. Female employees increased from 70% to 72%. (Appendices 2 and 3)

Discrimination Complaint Activity During the Audit Period

During the audit period, no internal or external discrimination complaints were filed.

PRELIMINARY DETERMINATION

Following are our preliminary determinations with required corrective actions and recommendations pursuant to the audit.

Plan Dissemination – Internally

The OLR is in compliance with the following requirements:

1. The EEO Policy, EEO Policy Handbook - About EEO: What You Need to Know, along with the EEO Policy Statement and addenda is distributed to all employees on an annual basis. The EEO policies are also included in the OLR's new hire packet which is given to all employees during orientation. September 2008 was the most recent distribution. In addition, 83% of respondents to the EEPC's Employee Survey indicated they had received the policy handbook and 77% indicated they had received the agency's EEO Policy Statement. All

respondents to the EEPC's Manager/Supervisor Interview Questionnaire indicated they were given the agency's EEO Policy Statement.

2. The Citywide EEO Policy, EEO policy statement, and EEO policy handbook is sent electronically to employees and posted on the agency's intranet and on agency bulletin boards. The EEO Officer checks and maintains the boards to ensure that EEO information is clearly posted and current. In addition, 93% of respondents to the EEPC's Employee Survey and all respondents to the EEPC's Manager/Supervisor Interview Questionnaire indicated the policies were located in areas that were accessible.

Plan Dissemination – Externally

The OLR is in compliance with the following requirement:

All five city-wide job vacancy notices [Labor Relations Analyst, (3) Deputy Assistant Counsels, Para-Legal Aide II -- 2009] submitted by the agency indicate that the OLR is an equal opportunity employer. One advertisement (First Deputy Commissioner - 2008) listed in the NY Times also indicated that the City of New York is an equal opportunity employer.

Reasonable Accommodations and EEO for Persons with Disabilities

The OLR is in compliance with the following requirements:

1. The OLR participates in the Section 55-A program. There are currently three Section 55-A program participants.
2. The OLR has provided the EEO policy statement in alternate formats (i.e. large print) for persons with disabilities. The EEO Officer is aware that the policies are available in other alternate formats through the Department of Citywide Administrative Services (DCAS).
3. The OLR offices, located at 40 Rector Street, are accessible to, and useable by, persons with disabilities. There is a street accessible entrance, wheelchair accessible elevators, Braille in elevators, and wide stalls and grab bars in the restrooms. In addition, 76% of respondents to the EEPC's Employee Survey indicated the agency's facilities were accessible to persons with disabilities.
4. The OLR has appointed a Disability Rights Coordinator who handles reasonable accommodation requests. The few accommodations granted (special office chairs, and voice recognition software) were provided upon informal request.

The OLR is in partial compliance with the following requirements:

5. Although the OLR has appointed the HR Director as the Disability Rights Coordinator, only 50% of respondents to the EEPC's Employee Survey indicated that they knew the identity of the agency's Disability Rights Coordinator. Corrective action is required.

Recommendation: To ensure that all employees are aware of the person responsible for handling reasonable accommodation requests, the OLR should notify all employees in writing of the name, location, and telephone number of the Disability Rights Coordinator. (Sect. VB, EEOP)

Discrimination Complaint and Investigation Procedures

The OLR is in compliance with the following requirements:

1. The EEO Officer uses a monthly log for maintaining and updating any discrimination complaints filed against the agency. During the audit period, no internal or external discrimination complaints were filed.
2. The OLR appointed two EEO representatives who are not of the same gender (female EEO Officer and male EEO Counselor) to receive and investigate discrimination complaints.
3. The OLR's EEO Officer and one EEO Counselor (of two) completed the basic training course for EEO professionals conducted by the Department of Citywide Administrative Services in 1998 and 2008.

The OLR is in partial compliance with the following requirement:

4. One of OLR's two EEO Counselors attended, but did not complete the basic training course for EEO professionals conducted by the Department of Citywide Administrative Services in September 2008. Corrective action is required.

Recommendation: Since the EEO Policy requires that EEO representatives be trained in EEO laws and procedures and know how to carry out their responsibilities under the City's EEOP, the EEO Counselor should attend the next available DCAS training session for EEO professionals or enroll in training conducted by another appropriate agency or school, such as the EEO Studies Certificate Program at the Cornell University School of Industrial and Labor Relations. The EEO Counselor should obtain a certificate of completion. (Sect. VB, EEOP)

EEO Training

The OLR is in compliance with the following requirement:

In FY 2007, OLR employees received training which included diversity, preventing sexual harassment, and a discussion of the EEO Policy.

OLR indicated in its EEO Training Plan for FY 2009 that it would be working with the Department of Finance's EEO Officer to schedule training for 37 managers, 36 supervisors, and 120 line employees during the period April through June 2009. The training topics would comply with DCAS minimum standards and include EEO laws, the City's EEO Policy (and individual rights and responsibilities under the Policy), Discrimination Complaint and Investigation Procedures, as well as training on the topics of Sexual Harassment and Cultural Diversity. Employees involved in hiring would receive additional training in Structured Interviewing.

During our audit, EEPC staff learned that OLR employees (managerial and non-managerial) had received EEO-related training in May through June 2009. In addition, 73% of respondents to the EEPC's Employee Survey, and 80% of respondents to the EEPC's Manager/Supervisor Interview Questionnaire indicated that they had received EEO training within the past 2 years. Also, 70% of respondents to the EEPC's Employee Survey indicated that the training was informative.

Selection and Recruitment

The OLR is in compliance with the following requirements:

1. The OLR provided structured interview training to employees who are involved in employment interviewing. In addition, 75% of the respondents to the EEPC's Manager/Supervisor Interview Questionnaire indicated they had received training and/or a guide that outlines illegal or discriminatory questions and includes instructions for conducting a structured interview.
2. Consistent with the EEOP's recommendations to ensure fair employment practices, OLR has promoted public service as a career choice at law schools and universities (i.e. New York Law, Brooklyn Law, Columbia University, Hofstra University and Cornell University ILR) to attract interested persons and to develop and hire interested and qualified candidates. In addition, OLR has advertised using Citywide job vacancy notices and hired from civil service lists.

The OLR is not in compliance with the following requirements:

3. The OLR did not conduct an adverse impact study (to assess the manner in which candidates are selected for employment to determine whether there is any adverse impact upon any particular racial, ethnic, disability, or gender group). Corrective action is required.

Recommendation: Since the EEOP requires that city agencies assess the manner in which candidates are selected for employment to determine whether there is adverse impact upon any particular racial, ethnic, disability, or gender group, the OLR should conduct an adverse impact study. The OLR can use, and may modify, the Disparate Impact Analysis Program (an on-line Internet based application) recommended by DCAS/DCEEO by accessing: <http://www.hr-software.net/EmploymentStatistics/DisparateImpact.htm> for this purpose. To the extent that adverse impact is discovered, the agency should determine whether the criteria being utilized are job-related or, if not, discontinue using those criteria. (Sect. IV, EEOP)

Promotional Opportunities

The OLR is in compliance with the following requirements:

1. The agency's managerial performance evaluation form contains a rating for EEO – which “covers responsibilities and processes for assuring that people are appropriately employed, effectively and efficiently utilized, and dealt with in a fair and equitable manner.”

The OLR is in partial compliance with the following requirements:

2. The OLR formally appointed a career counselor; however, 67% of respondents to an EEPC questionnaire indicated they did not know the name of the person responsible for providing career counseling. Corrective action is required.

Recommendation: To ensure that employees know the identity of the person responsible for career counseling, the personnel officer should redistribute the identity, contact information, and the type of guidance which is available from the OLR's Career Counselor. This should be done at least once each fiscal year. [Sect. VF, EEOP and 12/14/ 2006 Addendum to EEOP Standards and Procedures to Be Utilized By City Agencies (2005)]

The OLR is not in compliance with the following requirement:

In response to the EEPC's Manager/Supervisor Interview Questionnaire, 75% of the respondents indicated they had received a performance evaluation over a year ago. The same amount indicated they do not evaluate their employees annually. In addition, 67% of respondents to the EEPC's Employee Survey indicated that they had not received an annual performance evaluation within the past 12 months. Corrective action is required.

Recommendation: All staff, managerial and non-managerial, should receive an annual performance evaluation. (DCAS, Rule 7.5.4(e) of the *Personnel Rules and Regulations of the City of New York*, and DCAS, *Managerial Performance Evaluation, Guidelines for Evaluating Managerial Performance in NYC Agencies*, p. 1.)

Supervisory Responsibility in EEO Plan Implementation

The OLR is in compliance with the following requirement:

Managers and supervisors were instructed to discuss the department's EEO policies with their subordinates during normal staff meetings. OLR provided documentation of these meetings.

EEO Officer Reporting Arrangement

The OLR is in compliance with the following requirements:

1. The EEO Officer reports to the agency head and meets with him on EEO matters. Documentation of these meetings is maintained.
2. The EEO Officer meets with the EEO professionals periodically to review their work and keep them abreast of EEO developments. Documentation of these meetings is maintained.

The OLR is not in compliance with the following requirement:

1. The OLR did not submit its Agency Specific EEO plans and quarterly reports to the EEPC from the 4th Quarter of 2006 to the present. During the audit, OLR submitted these reports. Corrective action is required.

Recommendation: The agency head must submit an agency-specific plan, three quarterly reports and an annual fourth quarter final report to the EEPC each fiscal year. These reports should be submitted no later than thirty days following each reporting period. (Sect. 815(i), New York City Charter and Sect. VB, EEOP)

EEO Officer Responsibilities

The OLR is in compliance with the following requirement:

The EEO Officer spends 25% of her time on EEO matters and has adequate support staff and resources to meet her EEO obligations.

SUMMARY OF RECOMMENDED CORRECTIVE ACTIONS

1. To ensure that all employees are aware of the person responsible for handling reasonable accommodation requests, the OLR should notify all employees in writing of the name, location, and telephone number of the Disability Rights Coordinator. (Sect. VB, EEOP)
2. Since the EEO Policy requires that EEO representatives be trained in EEO laws and procedures and know how to carry out their responsibilities under the City's EEOP, the EEO Counselor should attend the next available DCAS training session for EEO professionals or enroll in training conducted by another appropriate agency or school, such as the EEO Studies Certificate Program at the Cornell University School of Industrial and Labor Relations. The EEO Counselor should obtain a certificate of completion. (Sect. VB, EEOP)
3. Since the EEOP requires that city agencies assess the manner in which candidates are selected for employment to determine whether there is adverse impact upon any particular racial, ethnic, disability, or gender group, the OLR should conduct an adverse impact study. The OLR can use, and may modify, the Disparate Impact Analysis Program (an on-line Internet based application) recommended by DCAS/DCEEO by accessing: <http://www.hr-software.net/EmploymentStatistics/DisparateImpact.htm> for this purpose. To the extent that adverse impact is discovered, the agency should determine whether the criteria being utilized are job-related or, if not, discontinue using those criteria. (Sect. IV, EEOP)
4. To ensure that employees know the identity of the person responsible for career counseling, the personnel officer should redistribute the identity, contact information, and the type of guidance which is available from the OLR's Career Counselor. This should be done at least once each fiscal year. [Sect. VF, EEOP and 12/14/ 2006 Addendum to EEOP Standards and Procedures to Be Utilized By City Agencies (2005)]

5. All staff, managerial and non-managerial, should receive an annual performance evaluation. (DCAS, Rule 7.5.4(e) of the *Personnel Rules and Regulations of the City of New York*, and DCAS, *Managerial Performance Evaluation, Guidelines for Evaluating Managerial Performance in NYC Agencies*, p. 1.)
6. The agency head must submit an agency-specific plan, three quarterly reports and an annual fourth quarter final report to the EEPC each fiscal year. These reports should be submitted no later than thirty days following each reporting period. (Sect. 815(i), New York City Charter and Sect. VB, EEOP)

In addition to the above recommendations, during the compliance process, the Commission requires that the agency head distribute a memorandum to all staff informing them of the changes that are being implemented in the agency's EEO program pursuant to the audit. This memorandum should re-emphasize the agency head's commitment to the agency's Equal Employment Opportunity Program.

Audit Exit Meeting

At the October 26, 2009 Audit Exit Meeting -- attended by Commissioner James Hanley, First Deputy Commissioner Maggie Conner, Assistant Commissioner Jean Brewer, General Counsel Mayra Bell, and EEO Officer Andrea Beach from the OLR and Commissioner Elaine Reiss, Deputy Director Charise Hendricks, Agency Counsel Judith Quiñonez, and Auditor/Compliance Officer Adrienne Smith from the EEPC -- the OLR representatives presented a response to the Commission's Draft Preliminary Determination, which contained a summary of the actions already taken to ensure compliance with our audit recommendations. Please include this documentation as addenda to your formal response to the Preliminary Determination.

Conclusion

Pursuant to Chapter 36 of the New York City Charter and the previously cited preliminary determinations relating to the EEPC's audit of the OLR's compliance with its Equal Employment Opportunity Policy, and EEO standards expressed in the Citywide EEO Policy, we respectfully request your response to the aforementioned preliminary determinations.

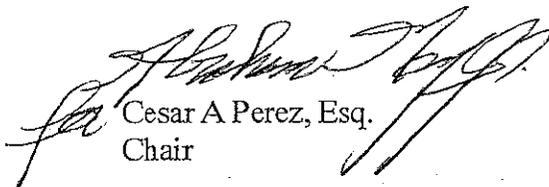
Your response should indicate what corrective actions your office will take to bring the agency in compliance with the aforementioned policies and which recommendations it intends to follow. Please forward your response within thirty days of receipt of this letter.

Pursuant to Section 832 of the New York City Charter, as amended in 1999, if you do not implement all of these recommendations for corrective actions during a compliance period not to exceed six months, this Commission may publish a report and recommend to the Mayor the appropriate corrective actions that you should implement in your agency's EEO Plan.

In closing, we want to thank you and your staff for the cooperation extended to the Equal Employment Practices Commission's auditors during the course of this audit. We thank the OLR for its diligence in preparing its response and commend its dedication to addressing the

requirements of the City's Equal Employment Opportunity Policy. If you have any questions regarding these preliminary determinations, please let us know.

Sincerely,



Cesar A Perez, Esq.
Chair

APPENDIX - 1

OFFICE OF LABOR RELATIONS
EMPLOYEE SURVEY RESULTS

Total Employees = 105*

Survey Respondents = 70 (67%)

A. GENERAL OVERVIEW

1. Equal Employment Opportunity (EEO) guarantees the right of all persons to be accorded full and equal consideration on the basis of merit, regardless of protected group status. Do you agree with this principle?
Yes (66) No (0)
2. Do you know who your agency's EEO Officer is?
Yes (67) No (3)
3. Is the City's EEO Policy posted on your agency's bulletin boards or kept in an area otherwise accessible to employees?
Yes (65) No (3)
4. Each agency head is required to distribute a statement in support of Equal Employment Opportunity to all employees. Were you given your agency's EEO Policy statement?
Yes (54) No (0) Do not remember (16)
5. Were you given a copy of the EEO Policy Handbook - About EEO: What You Need to Know?
Yes (58) No (10)
6. Do you believe your agency practices equal opportunity (i.e. ensures fairness in all aspects of employment including hiring, selection, promotions, etc.)?
Yes (53) No (16)
7. Has your manager or supervisor discussed the agency's commitment to the principle of Equal Employment Opportunity during staff meetings within the past year?
Yes (20) No (26) Do not remember (23)
8. Has your manager or supervisor discussed employees' right to file a discrimination complaint with the agency's EEO Officer during staff meetings within the past year?
Yes (23) No (28) Do not remember (17)
9. When hired, were you advised of the City's EEO policies, and of your rights and responsibilities under such policies?
If No, please skip to question #11.
Yes (38) No (5) Do not remember (25)
10. Do you know how to file an EEO complaint?
Yes (58) No (10)

B. EEO COMPLAINTS

11. If you had an EEO complaint, would you bring it to your agency's EEO Office?
Yes (37) No (6) Undecided (26)
12. Would you prefer to file an EEO complaint with an office outside your agency rather than your agency's EEO Office?
Yes (18) No (22) Undecided (30)
13. During the past 3 years, did you file a complaint with your agency's EEO Office?
Yes (0) No (70)

*Number of employees during the period in review

SURVEY RESULTS CONTINUED

14. If yes, what was the basis of your complaint? (Check all that apply)

- | | |
|------------------------------------|--|
| Age (0) | Partnership Status (0) |
| Alienage or Citizen Status (0) | Predisposing genetic characteristic (0) |
| Arrest or Conviction Record (0) | Race (0) |
| Color (0) | Sexual Harassment (0) |
| Creed (0) | Sexual Orientation (0) |
| Disability (0) | Veteran's Status (0) |
| Gender (incl. gender identity) (0) | Victim of Domestic Violence,
Stalking, and Sex Offenses (0) |
| Marital Status (0) | Other (0) |
| Military Status (0) | |
| National Origin (0) | |

15. Was your manager or supervisor supportive of your right to file a complaint?

- Yes (1) No (0) Not Applicable (63)

C. EEO TRAINING

16. During the past 2 years, did you receive EEO training?

- Yes (51) No (19)

17. How informative was this training?

- | | |
|----------------------------|---------------------------|
| Very informative (26) | Somewhat informative (23) |
| Not really informative (1) | Not Applicable (19) |

D. JOB PERFORMANCE/ADVANCEMENT

18. Were vacant positions advertised on bulletin boards or other areas accessible to employees in a timely manner?

- Yes (59) No (4) Do not remember (6)

19. Did you receive an annual performance evaluation within the past 12 months?

- Yes (21) No (47) Employed for less than 12 mos (2)

20. Did your evaluation contain recommendations for improving your job performance?

- Yes (13) No (10) Not Applicable (0)

21. Did your evaluation contain recommendations for career advancement with your agency?

- Yes (6) No (20) Not Applicable (0)

22. Do you know the name of the person in your agency that is responsible for providing career counseling?

- Yes (23) No (47)

E. SPECIFIC PROTECTIONS

23. Do you know who your agency's Disability Rights Coordinator is?

- Yes (35) No (35)

24. The Americans with Disabilities Act requires that public buildings and facilities be accessible to persons with disabilities. Are your agency's facilities accessible to persons with disabilities?

- Yes (53) No (2) Don't Know (15)

25. The City's EEO Policy requires that agencies take appropriate action to reasonably accommodate qualified employees and applicants with disabilities, and those who are victims of domestic violence, sex offenses, or stalking, to enable them to perform their jobs or enjoy equal benefits and privileges of employment. It also requires agencies to provide reasonable accommodations for the religious observances, beliefs and practices of an employee or applicant. During the past 3 years, did you ask for a reasonable accommodation due to any of the above?

- Yes (8) No (61)

SURVEY RESULTS CONTINUED

OPTIONAL INFORMATION

26. Race/Ethnicity

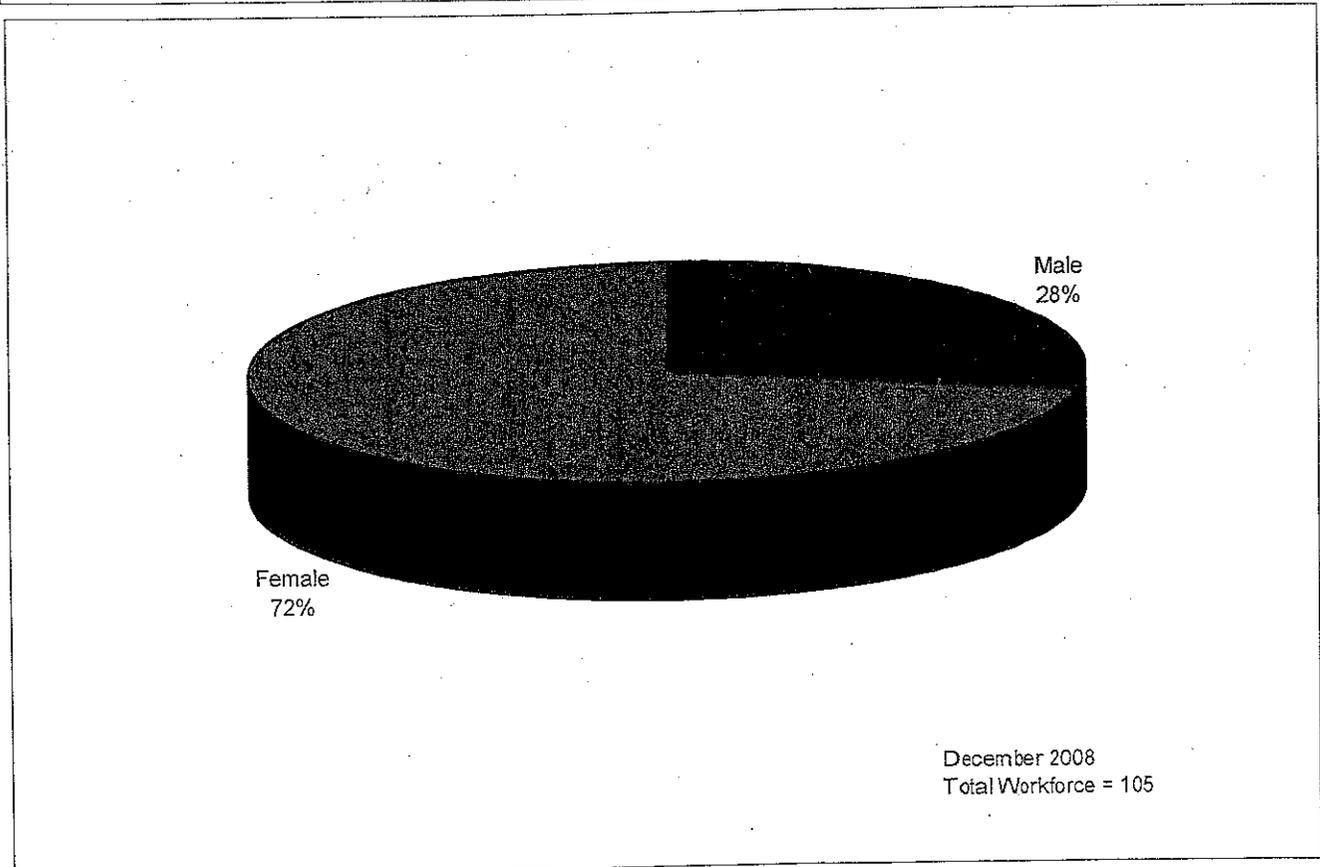
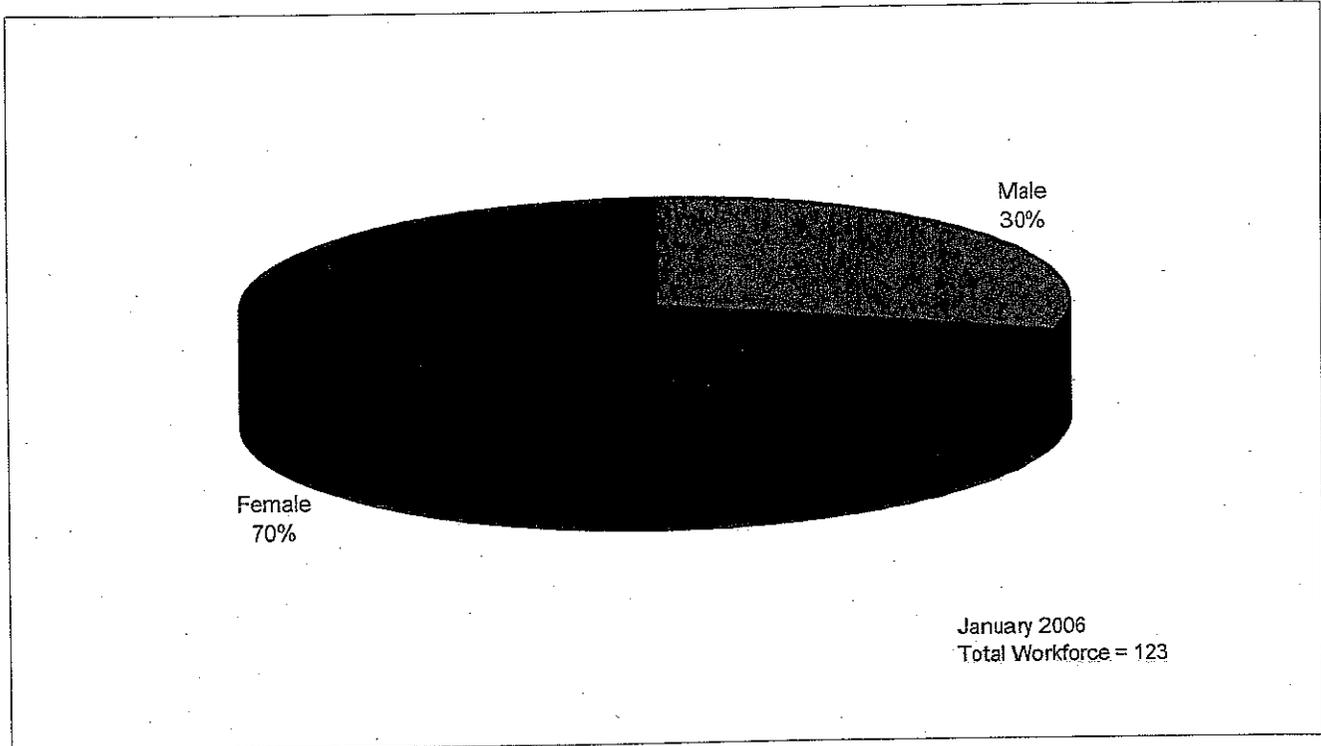
Asian	(2)	Native Hawaiian or Other Pacific Islander	(0)
American Indian or Alaska Native	(0)	White	(29)
Black or African American	(11)	Two or More Races	(0)
Hispanic or Latino	(3)	Other	(0)

27. Gender

Male	(13)	Female	(43)
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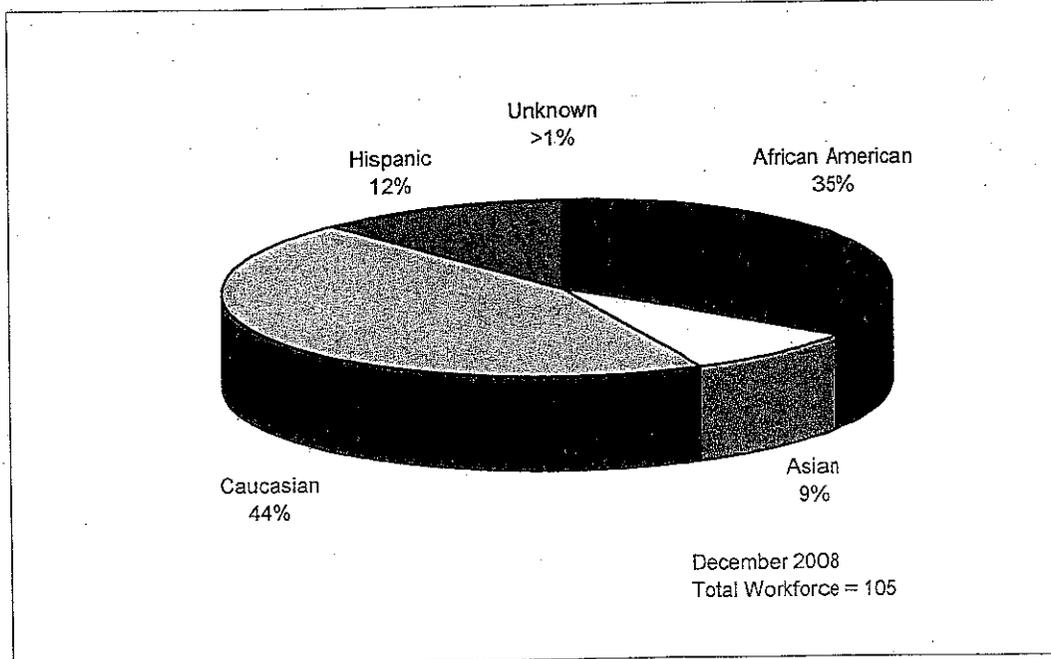
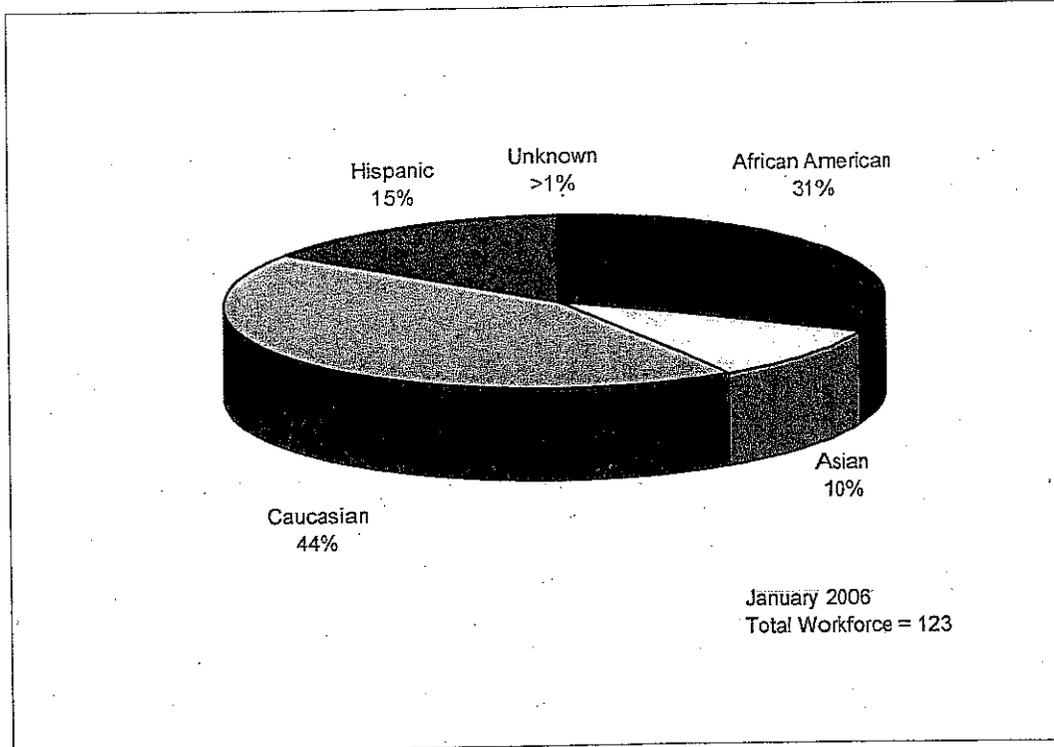
Appendix - 2

Office of Labor Relations Workforce by Gender



Appendix - 3

Office of Labor Relations Workforce by Ethnicity



APPENDIX – 4

The following table indicates personnel activity during the audit period, January 1, 2006 to December 31, 2008

Office of Labor Relations

Hires by Sex and Ethnicity

Total Hires: 31

Male	Female	Total	Caucasian	African American	Hispanic	Asian	Native Hawaiian or Other Pacific Islander	Unknown	Total
14	17	31	15	11	3	1	1	0	31

Promotions by Sex and Ethnicity

Total Promotions: 4

Male	Female	Total	Caucasian	African American	Hispanic	Asian	Native Hawaiian or Other Pacific Islander	Unknown	Total
1	3	4	2	1	1	0	0	0	4

APPENDIX - 5
OFFICE OF LABOR RELATIONS
SUPERVISOR/MANAGER QUESTIONNAIRE RESULTS

Total Supervisors = 17 Completed Questionnaire = 5 (29%)

1. Are you familiar with the City of New York's Equal Employment Opportunity (EEO) Policy?
Yes (5) No (0)
Provided description (4)

2. Are you aware of your rights as an employee under the City's EEO Policy?
Yes (5) No (0)
Provided description (4)

3. Are you aware of your responsibilities as a supervisor/manager under the City's EEO Policy?
Yes (4) No (0)
Provided description (4)

4. What is the name of your agency's EEO Officer?
Know (5) Do not know (0)

5. Did the EEO Officer meet with you to discuss the following: (Check all that apply)
Your EEO rights as an employee (3)
Your EEO responsibilities as a supervisor/manager (3)
Neither (2)

6. In your agency, where can the City's EEO Policy be found? (Check all that apply.)
EEO Office (3) My work unit (3)
HR/Personnel Office (3) I do not know (0)
Intranet (3) Other (2) (in my office/my files)

7. Of the choices indicated above, which is most easily accessible to you?
EEO Office (2) My work unit (1)
HR/Personnel Office (0) Other (1)
Intranet (2)

8. Each agency head is required to distribute a statement in support of Equal Employment Opportunity to all employees. Have you received a copy of your agency's EEO Policy Statement?
Yes (5) No (0) Do not remember (0)

9. Do you have access to a copy of the Discrimination Complaint Procedure?
Yes (5) No (0) Do not know (0)

10. In your role as a supervisor/manager, have you discussed the agency's commitment to the principal of Equal Employment Opportunity during staff meetings within the past year?
Yes (1) No (2) Other (2)

11. In your role as a supervisor/manager, have you discussed with employees their right to file a discrimination complaint with the agency's EEO Officer during staff meetings within the past year?
Yes (1) No (4)

12. Did you receive sexual harassment prevention training from your agency? O Office?
Yes (4) No (1) Do not remember (0)

13. Did all of the employees that you supervise receive sexual harassment prevention training?
Yes (2) No (0) Do not know (3)

QUESTIONNAIRE CONTINUED

14. When you were hired, did you receive an orientation session that included a review of the City's EEO policy?

Yes (1) No (1) Do not remember (3)

15. Do you participate in orientation sessions for new employees?

Yes (2) No (3)

16. Do new employee orientation sessions include information on the City's EEO policy?

Yes (4) No (0) Do not know (1)

17. Do you interview candidates for positions in your agency?

Yes (4) No (1)

18. If you are involved in interviewing job applicants, did your agency provide you with training and/or a guide that outlines illegal or discriminatory questions and includes instructions for conducting a structured interview?

Yes (3) No (1) I do not interview applicants (1)

19. When was your last performance evaluation?

Within a year (1) Over a year ago (3)

20. Were you informed that EEO performance will be part of your overall performance evaluation and will be considered in determining your eligibility for promotions and merit increases?

Yes (1) No (2) Not Applicable (2)

21. Does your performance evaluation include an EEO component? (A section that rates your ability to make employment decisions based on merit and equal consideration, or treat others in an equitable and impartial manner.)

Yes (1) No (1) I do not receive performance evaluations (1)

22. Do you evaluate your employees annually?

Yes (1) No (3) Other (1)

23. Do you believe the agency has provided sufficient training to supervisors/managers on their responsibilities in assisting employees that may complain about discrimination or harassment?

Yes (5) No (0)

24. Please share your additional comments or concerns regarding EEO in your agency.

Comments (1)



THE CITY OF NEW YORK
OFFICE OF LABOR RELATIONS
40 Rector Street, New York, NY 10006-1705
<http://nyc.gov/olr>

JAMES F. HANLEY
Commissioner
MARGARET M. CONNOR
First Deputy Commissioner

10/4/2

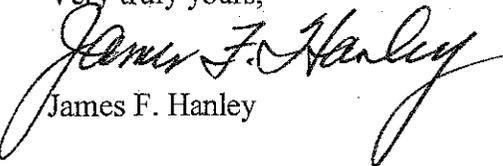
December 9, 2009

Abraham May, Jr.
Executive Director
Equal Employment Practices Commission
40 Rector Street, 14th floor
New York, NY 10006

Dear Mr. May:

This office is in receipt of the EEPC's preliminary determination pursuant to the audit of the Office of Labor Relations' Equal Employment Opportunity Policy for the period January 1, 2006 through December 31, 2008. Attached for your review is OLR's response to the recommendations listed in the letter.

Very truly yours,


James F. Hanley

Attachments

Office of Labor Relations
EEPC Audit Responses

The Office of Labor Relations' response to the EEPC's Preliminary Determination to the Audit of the Office of Labor Relations (OLR) and its Compliance with the City's Equal Employment Opportunity Policy from January 1, 2006 through December 31, 2008, is as follows:

Preliminary Determination 1 of 6

Reasonable Accommodations and EEO for Person with Disabilities - Statement #5

Although the OLR has appointed the HR Director as the Disability Rights Coordinator, only 50% of the respondents to the EEPC's Employee Survey indicated that they knew the identity of the Agency's Disability Rights Coordinator.

Action Taken

OLR employees were made aware of the person responsible for handling reasonable accommodation requests in writing on December 4, 2006, September 26, 2008, May 20, 2009 and October 20, 2009. Additionally a notice is posted on the agency's third, fourth and fourteenth floor bulletin board listing the Disability Rights Coordinator's name and telephone number. (Attachment A) New hires receive this information with their personnel forms.

The Commissioner will notify OLR employees semi-annually of the identity and contact information for the Disability Rights Coordinator.

Preliminary Determination 2 of 6

Discrimination Complaint and Investigation Procedures- Statement #4

One of OLR's two EEO Counselors attended but did not complete the basic training course for EEO professionals conducted by DCAS in September 2008.

Action Taken

The EEO Counselor has completed the basic training course for EEO professionals conducted by DCAS. (Attachment B)

Preliminary Determination 3 of 6

Selection and Recruitment- Statement #3

The OLR did not conduct an adverse impact study (to assess the manner in candidates are selected for employment to determine whether there is any adverse impact upon any particular racial, ethnic, disability or gender group).

Action Taken

OLR conducted an adverse impact study for candidates applying for the Employee Assistance Program Specialist vacancy using the on-line Internet application recommended by DCAS/DCEEO – Disparate Impact Analysis Program. (Attachment C)

OLR's EEO Officer has begun reviewing employment within the last 12 to 24 months to determine whether there has been any adverse impact upon any particular racial, ethnic, disability, or gender group.

OLR has reached out to DCAS/OCEEO to establish whether there has been under utilization in any particular racial, ethnic, disability or gender group.

Preliminary Determination 4 of 6

Promotional Opportunities – Statement #2

The OLR formally appointed a career counselor; however, 67% of respondents to an EEPC questionnaire indicated they did not know the name of the person responsible for providing career counseling.

Action Taken

OLR employees were made aware of the person responsible for career counseling in writing on December 4, 2006, September 26, 2008, May 20, 2009 and October 21, 2009. (Attachment D) Additionally a notice is posted on the agency's third, fourth and fourteenth floor bulletin board listing OLR's Career Counselor's name and telephone number. New hires receive this information with their personnel forms.

The Commissioner will notify OLR employees semi-annually of the identity, contact information and the type of guidance which is available from the Career Counselor.

Preliminary Determination 5 of 6

In response to the EEPC's Manager/Supervisor Interview Questionnaire, 75% of the respondents indicated they had received a performance evaluation over a year ago. The same amount indicated they do not evaluate their employees annually. In addition, 67% of respondents to the EEPC's Employee Survey indicated that they had not received an annual performance evaluation within the past 12 months.

Action Taken

OLR managerial and non-managerial employees will receive an annual performance evaluation beginning with calendar year 2010; utilizing the DCAS approved format.

OLR has begun the process of preparing the tasks and standards for its managerial and non-managerial employees covering the period January 1, 2010 through December 31, 2010. Employees will receive a copy of their task and standards for review by the end of the calendar year 2009 year with a memorandum indicating the evaluation period is January 1, 2010 through December 31, 2010.

Preliminary Determination 6 of 6

The OLR did not submit its Agency Specific EEO plans and quarterly reports to the EEPC from the 4th Quarter of 2006 to the present. During the audit, OLR submitted these reports.

Action Taken

The agency head will continue to submit an agency-specific plan, three quarterly reports and an annual fourth quarter final report to the EEPC each fiscal year. The reports will be submitted no later than thirty days following each reporting period.

Attachments (3)

OLR Equal Employment Opportunity Program

If you believe that you are being treated differently because of:

- Age
- Alienage
- Creed
- Color
- Disability
- Domestic Violence Victims
- Race
- Gender*
- Genetic Predisposition and/or Carrier Status **
- Marital Status
- Military Status
- National Origin
- Sexual Orientation
- Status as a Victim of Sex Offenses or Stalking
- Religion
- Prior Record of Arrest or Conviction

We are here to talk to you.

EEO OFFICER:	ANDREA BEACH	306-7260
EEO COUNSELORS:	ROSEANN BUCCHINO	306-7332
	SANG HONG	306-7392
CAREER COUNSELOR & DISABILITY RIGHTS COORDINATOR	JEAN N. BREWER	306-7270

**OFFICE OF LABOR RELATIONS
40 RECTOR STREET**

James F. Hanley, Commissioner

*The term "gender" includes gender identity, which refers to a person's actual or perceived sex, and includes self-image, appearance, behavior or expression, whether or not different from that traditionally associated with the legal sex assigned to the person at birth.

**The term "genetic predisposition" means having something in your genes which increases the risk of your having a disease or disability. The term "carrier status" means having something in your genes which increases the risk of your children having a disease, even though you do not have it yourself.

In addition to providing protections on the basis of the above categories, some federal, state and local laws protect persons who are discriminated against because they are perceived to be in a protected class. Harassment based on a person's actual or perceived protected status is also prohibited.

EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

The Office of Labor Relations is an Equal Employment Opportunity Employer. As Commissioner, I reaffirm the Office of Labor Relations strong commitment to maintaining fair employment practices for all of its members.

Federal, State and/or local laws prohibit employment discrimination based on:

- | | | |
|-----------|------------------|---|
| *Age | *Disability | *Prior record of arrest or conviction |
| *Alienage | *Military Status | *Status as a Victim Domestic Violence |
| *Color | *Marital Status | *Genetic Predisposition and/or Carrier status |
| *Creed | *National Origin | *Sexual Orientation |
| *Race | *Religion | *Status as a Victim of Sex Offenses or Stalking |
| *Gender | | |

In addition to providing protections on the basis of the above categories, some federal, state and local laws protect persons who are discriminated against because they are perceived to be in a protected class. Harassment based on a person's actual or perceived protected status is also prohibited.

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- | | | |
|----------------------|-------------|--------------------------|
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| *Working Conditions | *Transfer | *Training Opportunities |
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The law requires that reasonable accommodations be made for employees with disabilities. The Law also requires that reasonable accommodations be made for employees' religious observances or practices.

All employees are directed to comply with both the letter and the spirit of these laws. All personnel should work to maintain an atmosphere of appreciation of the diversity reflected in our staff, and to promote understanding among our co-workers. Managers and Supervisors are directed to make all employment decisions in accordance with the Office of Labor Relations EEO policy, and to ensure compliance with the policy in their areas of responsibility.

If any employee feels that he or she has been discriminated against by a manager, supervisor or another employee, the employee should contact the Equal Employment Opportunity Officer or an Equal Employment Opportunity Counselor. The Equal Employment Opportunity Officer is Andrea Beach, who may be contacted at 306-7260, her office is on the fourth floor. The EEO Counselors are Roseann Bucchino at 306-7332 and Sang Hong at 306-7392, their offices are located on the third floor. The Equal Employment Opportunity Officer has the authority to recommend to the agency head that disciplinary action be taken against any employee who has committed an unlawful discriminatory act.

All complaints will be handled in confidence. No employee may retaliate against or harass any person for filing a complaint or cooperating in the investigation of the complaint. Such retaliation or harassment is unlawful and will be cause for disciplinary action.

JAMES F. HANLEY
Commissioner

From: Andrea Beach
To: DL_OLR_Operations
Date: 5/20/2009 2:56 PM
Subject: EEO
Attachments: olr eeo info.pdf

Please read the attached documents concerning OLR's EEO program

OLR's Career Counselor & Disability Rights Coordinator is Jean N. Brewer

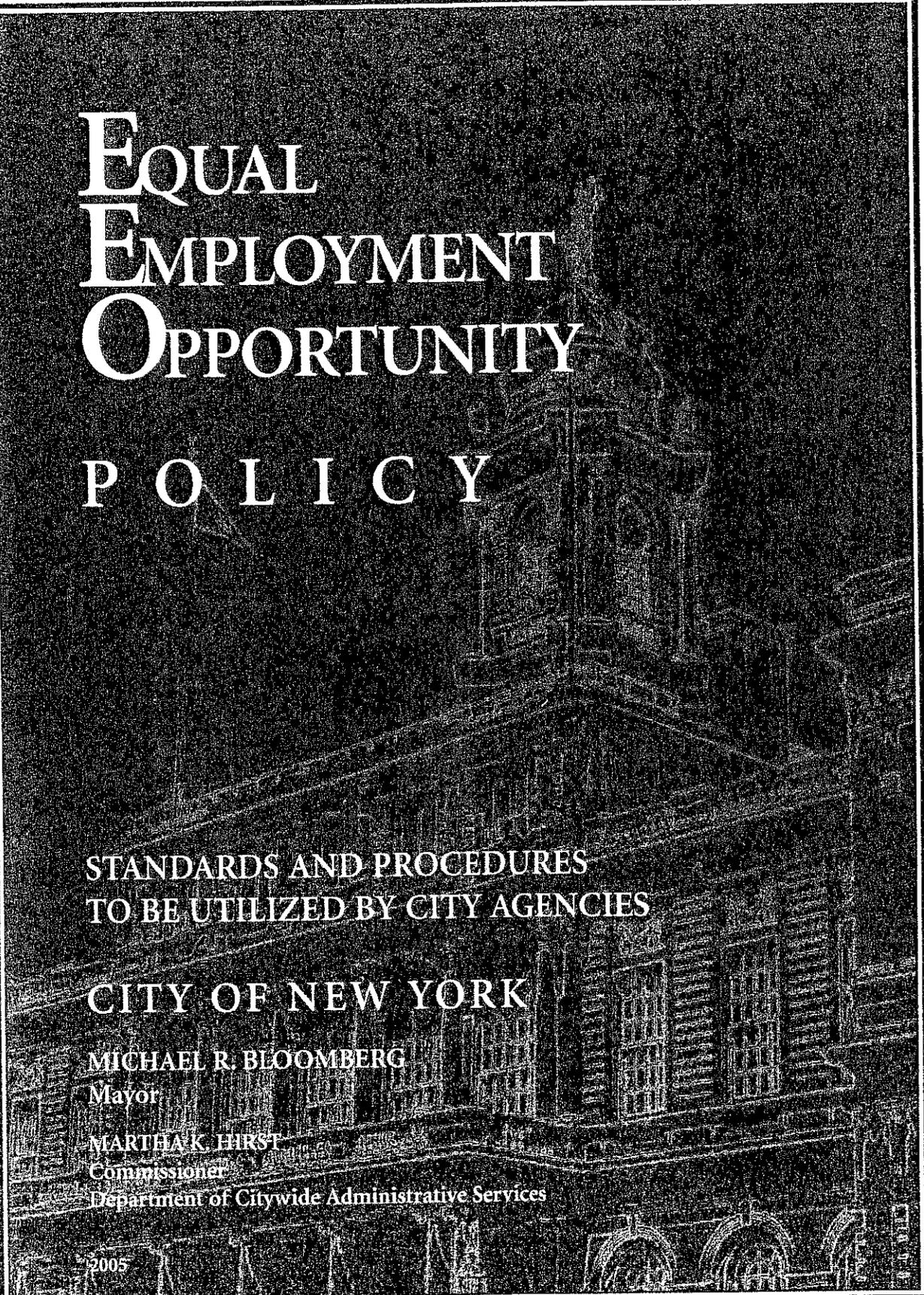
Thank you.

From: Andrea Beach
To: DL_OLR_ALL
Date: 10/20/2009 6:21 PM
Subject: Equal Employment Opportunity Policy
Attachments: EEO Policy.pdf; eeo_policyaddendum.pdf; abouteeo.pdf;
abouteeo_addendum.pdf
; EEO agency information.pdf

Please review the attachments concerning the City's EEO Policy, About EEO: What You May Not Know handbook and OLR's EEO contact information.

Andrea Beach
EEO Officer
(212) 306-7260

The City of New York is an Equal Opportunity Employer



EQUAL EMPLOYMENT OPPORTUNITY POLICY

STANDARDS AND PROCEDURES
TO BE UTILIZED BY CITY AGENCIES

CITY OF NEW YORK

MICHAEL R. BLOOMBERG
Mayor

MARTHA K. HIRST
Commissioner
Department of Citywide Administrative Services

2005

THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
DIVISION OF CITYWIDE EQUAL EMPLOYMENT OPPORTUNITY

presents to

Roseann Bucchino

Certificate of Completion

*Basic Training for
Equal Employment Opportunity Representatives*

November 18, 2009

Date



Martha K. Hirst

Martha K. Hirst
Commissioner

Disparate Impact Analysis

(an On-Line Internet
based application)



Instructions: Please fill out the information into the form below. Once you have entered your data below, you may select the types of analysis to be conducted by checking the appropriate boxes. Then press the compute button at the bottom of the form to view the results.

Select the type of employment decision: <input type="text" value="Selection"/>			
Enter a title for your report: <input type="text" value="EAP 10/09"/>			
Number of Male <input type="text" value="1"/> Applicants <input type="text" value="0"/> Selected	Number of Non-Minority <input type="text" value="4"/> Applicants <input type="text" value="1"/> Selected	Number of Younger <input type="text" value="6"/> Applicants <input type="text" value="1"/> Selected	Number of Non-Disabled <input type="text" value="7"/> Applicants <input type="text" value="1"/> Selected
Number of Female <input type="text" value="6"/> Applicants <input type="text" value="1"/> Selected	Number of Minority <input type="text" value="3"/> Applicants <input type="text" value="0"/> Selected	Number of Older <input type="text" value="0"/> Applicants <input type="text" value="0"/> Selected	Number of Disabled <input type="text" value="0"/> Applicants <input type="text" value="0"/> Selected
<input checked="" type="checkbox"/> -Adverse Impact <input type="checkbox"/> -Chi-Square <input type="checkbox"/> -Standard Deviation <input type="checkbox"/> -Confidence Intervals <input type="checkbox"/> Probability Distribution		Select the Statistical Tests you wish to execute by checking or unchecking the boxes on the left. Then press the 'Compute' button below.	
		<input type="button" value="Compute"/>	
Display: <input checked="" type="checkbox"/> Description of Statistic <input checked="" type="checkbox"/> Interpretation of Results			

EAP 10/09

Adverse-Impact Report

Adverse Impact and the "four-fifths rule." - A selection rate for any race, sex, or ethnic group which is less than four-fifths (4/5ths) (or eighty percent) of the rate for the group with the highest rate will generally be regarded by the Federal enforcement agencies as evidence of adverse impact. Uniform Guidelines on Employee Selection Procedures

Rate of Females Applicants Selected	Rate of Males Applicants Selected	Adverse Impact Ratio for Females	Adverse Impact Ratio for Males
$(1/6) = 0.1667$	$(0/1) = 0$		
Adverse impact as defined by the 4/5ths rule was not found in the above data.			

Rate of Minorities Applicants Selected	Rate of Non-Minorities Applicants Selected	Adverse Impact Ratio for Minorities	Adverse Impact Ratio for Non-Minorities
$(0/3) = 0$	$(1/4) = 0.25$		
Adverse impact as defined by the 4/5ths rule was not found in the above data.			

Rate of Older Applicants Selected	Rate of Younger Applicants Selected	Adverse Impact Ratio for Older	Adverse Impact Ratio for Younger
$(0/0) = \text{NaN}$	$(1/6) = 0.1667$		
Adverse impact as defined by the 4/5ths rule was not found in the above data.			

Rate of Disabled Applicants Selected	Rate of Non-Disabled Applicants Selected	Adverse Impact Ratio for Disabled	Adverse Impact Ratio for Non-Disabled
$(0/0) = \text{NaN}$	$(1/7) = 0.1429$		
Adverse impact as defined by the 4/5ths rule was not found in the above data.			

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Send questions or comments to webmaster@hr-guide.com. Thank you.

From: Andrea Beach
To: DL_OLR_Operations
Date: 5/20/2009 2:56 PM
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Thank you.

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306-7260

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CAREER COUNSELOR &

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40 RECTOR STREET**

James F. Hanley, Commissioner

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JAMES F. HANLEY
Commissioner

From: Andrea Beach
To: DL_OLR_ALL
Date: 10/20/2009 6:21 PM
Subject: Equal Employment Opportunity Policy
Attachments: EEO Policy.pdf; eeo_policyaddendum.pdf; abouteeo.pdf; abouteeo_addendum.pdf ; EEO agency information.pdf

Please review the attachments concerning the City's EEO Policy, About EEO: What You May Not Know handbook and OLR's EEO contact information.

Andrea Beach
EEO Officer
(212) 306-7260

The City of New York is an Equal Opportunity Employer

From: Andrea Beach
To: DL_OLR_ALL
Date: 9/26/2008 5:37 PM
Subject: Equal Employment Opportunity Policy
Attachments: EEO Policy.pdf; eeo_policyaddendum.pdf; abouteeo.pdf; abouteeo_addendum.pdf

Please see the attachments concerning the City's EEO Policy and the handbook, About EEO: What You May Not Know.

Andrea Beach
EEO Officer

EQUAL EMPLOYMENT OPPORTUNITY POLICY

STANDARDS AND PROCEDURES
TO BE UTILIZED BY CITY AGENCIES

CITY OF NEW YORK

MICHAEL R. BLOOMBERG
Mayor

MARTHA K. HIRST
Commissioner
Department of Citywide Administrative Services

2005

EMPLOYEE'S SIGNATURE

ANDREW MENKES	<i>Andrew Menkes</i>
BARBARA THOMPSON	<i>Barbara Thompson</i>
DANIEL VAYSLEYB	<i>Daniel Vaysleyb</i>
DEVINDRA PAUL	<i>S/L 12/18 9am</i>
ED DENKER	<i>Ed Denker</i>
EDVARD PIKMAN	<i>Ed Pikman</i>
EMMA PUDOVKIN	<i>Emma Pudovkin</i>
ESSIE HARRISON	<i>Essie Harrison</i>
ESTHER ODUSOTE	<i>12/18 9am</i>
HAL PERLIS	<i>Hal Perlis</i>
JAGAT KAPUR	<i>Jagat Kapur</i>
JAMES F. HANLEY	<i>James F. Hanley</i>
JEAN N. BREWER	<i>Jean Brewer</i>
JERMAINE WILLIAMS	<i>Jean Brewer</i>
JOAN BARROW	<i>Joan Barrow</i>
JOHN CHONG	
JUDY MATOS	<i>Judy Matos</i>
KALMA ZACKERY	<i>12/12 1pm</i>
KENNETH FELICIANO	<i>Kenneth Feliciano</i>
MAYRA BELL	<i>Mayra Bell</i>
PAMELA S. SILVERBLATT	<i>Pamela Silverblatt</i>
PATRICIA SLESARCHIK	<i>Patslesarchik</i>
REGINA FUCHS	<i>Regina Fuchs</i>
RICHARD YATES	<i>Richard Yates</i>
ROBERT OTERO	<i>Robert Otero</i>
ROSA YAURI	<i>Rosa Yauri</i>
ROSEANN BUCCHINO	<i>Roseann Bucchino</i>
SEAN KELLY	<i>12/18 1pm</i>
SEAN WILLIAMS	<i>OUT OF TOWN 12/18 1pm</i>
SHAWN DONOHUE	<i>S/L 12/13 1pm</i>
TERRA TORELLI	<i>Terra Torelli</i>
WANDA RICH	<i>Wanda Rich</i>

Bill Beach

Bill Beach

Andrew Beach A. Beach

28

(Handwritten scribble)

EMPLOYEE'S SIGNATURE

Andrea Green
unreadable

ANA KIPNIS	<i>Ana Kipnis</i>
ANDREA GREEN ✓	<i>Andrea Green</i>
BOBBY BOYD	<i>Bobby Boyd</i>
BOWEN LIU	<i>Bowen Liu</i>
CAMILLE FALCO	<i>Camille Falco</i>
CARLOS YAURI	<i>Carlos Yauri</i>
DANIEL O'BRIEN	<i>Daniel O'Brien</i>
DENNIS STEINER	<i>Dennis Steiner</i>
EVAN WHITE	<i>Evan White</i>
GAIL LAUFER	<i>Gail Laufer</i>
GARRY GREEN	<i>Garry Green</i>
GEORGETTE GESTELY	<i>Georgette Gestely</i>
HARRY LYEW	<i>Harry Lyew</i>
JINJA MURRAY	12/18/18 IN SCHOOL
JOCELYN GUILLO	<i>Jocelyn Guillo</i>
JUDITH WRIGHT	<i>Judith Wright</i>
KALMA ZACKERY	<i>Kalma Zackery</i>
LINDA HARRIS	<i>Linda Harris</i>
LISA POLK	<i>Lisa Polk</i>
MONTE NOWENSTEIN	<i>Monte Nowenstein</i>
NATALYA BRONFMAN	OUT OF COUNTRY
PHYLLIS ABRAHAM	<i>Phyllis Abraham</i>
RENEE CAMPION	<i>Renee Campion</i>
REY CORTEZ	<i>Rey Cortez</i>
RICHARD BAKER	<i>Richard Baker</i>
ROSE AMENGUAL	<i>Rose Amengual</i>
RUTH RESSY	<i>Ruth Ressey</i>
SACHIN BHANDARI →	12/13 1pm
SAMANTHA PAYNE	<i>S. Payne</i>
SOPHIE LAM	<i>Sophie Lam</i>
STAVROS KAKOULLOS	<i>Skakoulas</i>
TAMARA APPLEY	<i>Tamara Appley</i>
TAMARA LUBANSKY	<i>Tamara Lubansky</i>
TYRONE ABNEY	<i>Tyrone Abney</i>
VLAD PUDOVKIN	<i>Vlad Pudovkin</i>

32

EMPLOYEE SIGNATURE

LLA SHAPIRO	<i>LLa Shapiro</i>
BETH KUSHNER	<i>Beth Kushner</i>
BIADNA LORQUET	<i>Biadna Lorquet</i>
CARMEN CARROLL	<i>Carmen Carroll</i>
CAROL WEISS	<i>Carol Weiss</i>
CATHY RINADLI	<i>Cathy Rinadli</i>
CHERNOR JALLOH	<i>Chernor Jalloh</i>
DAVID KELLEY	<i>David Kelley</i>
DAVID NOLAN	<i>David Nolan</i>
ELIZABETH SUBER	<i>Elizabeth Suber</i>
ELLA LONDON	<i>Ella London</i>
JACK AUGENBLICK	<i>Jack Augenblick</i>
JANETTE EVANS	<i>Janette Evans</i>
KEVIN BULGER	<i>Kevin Bulger</i>
KIM MIDDLETON	<i>Kim Middleton</i>
KIM SHAO	<i>Kim Shao</i>
LAWRENCE DEWINDT	<i>Lawrence Dewindt</i>
LORETTA ALSTON	<i>Loretta Alston</i>
LUZ ALZATE	<i>Luz Alzate</i>
MAY WONG	<i>May Wong</i>
MIGUEL CRUZ	<i>Miguel Cruz</i>
MOHAMMAD ALAM	<i>Mohammad Alam</i>
ROCHELLE WALLACE	<i>Rochelle Wallace</i>
SAMARA ROTHCHILD	<i>Samara Rothchild</i>
SANG HONG	<i>Sang Hong</i>
SEAN BESS	<i>Sean Bess</i>
SHARALYN BRAITHWAITE	<i>Sharalyn Braithwaite</i>
SHAUNA MARCUS	<i>Shauna Marcus</i>
TIFFANY STRONG	<i>Tiffany Strong</i>
TISHA SHERMAN	<i>Tisha Sherman</i>
XIOMARA ATKINSON	<i>Xiomara Atkinson</i>

Kal Shah
David Kelley

Abby K.
David Kelley

34

AMY GOLDEN ✓	
ANDREA BIDOVSKI	Andrea Bidoch
BARBARA JAFFE	Barbara Jaffe
BERNADINE PRUITT	Barbara Bernadine Pruitt
BETYA GNIP	Betya Gnip
CARMEN GUTIERREZ	Carmen Gutierrez
CATHY FOWLES	Cathy Fowles
CHET DASH	Chet Dash
DANILO ANDAYA	Daniilo Andaya
DIANE CHUBBS	Diane Chubbs
DOROTHY PORTA	Dorothy Porta
GERTRUDE FREIMER	Gertrude Freimer
GHONNETTE GIBSON	Ghonnette Gibson
JACKIE DOTTIN	Jackie Dottin
JASON STANEVICH	Jason Stanevich
JITKA MARCIK	Jitka Marcik
JOSPEHINE FERRARO	Jospehine Ferraro
JUDITH FRANCIS	Judith Francis
JUDY DANIELS	Judy Daniels
JUSTIN LILIEN	Justin Lilien
KAREN RUSSO	Karen L. Russo
LINDA JOHNSEN	Linda Johnsen
MICHELE MCCARTHY	Michele McCarthy 12/18 9AM
MISTY SMITH	Misty Smith
MUSHFIQUE UDDIN	Mushfique Uddin
NORMA POLI	Norma Poli
PAMELA THOMAS	P. Thomas
SACHIN BHANDARI ✓	
SANDRA AUNG	Sandra Aung
SANDRA FRITH	Sandra Frith
SARAH AMNAWAH	Sarah Amnawah
SCHANEL MCMILLAN	Schanel McMillan
SYLVIA DIAZ	Sylvia Diaz

34

Marlene Garcia

~~Christine Garcia~~

Shawn Donohue
Sachin Bhandari

Amy Golden ✓

EMPLOYEE'S SIGNATURE

ANNA NAMAKULA

ANTHONY KOVACEV

AWILDA ACOSTA

BRIAN HOGAN

CHERYL CLARK

COLLEEN WRIGHT

DEAN WELTMAN

DENISE PEART

DEVINDRA PAUL

DIGNA GOLDFARB

EVANGELINE VANPELT

IVAN ROMAN

JEFFREY JONES

JENNIFER GARCIA

JINJA MURRAY

JOAN PERKINS

JOSEPH CURRY

KAM CHOW

KIM HAYNES

LORRAINE DZIRKO

LOUIS LOUIE

LUCIA YU

MARIA CHALAS

MARIE WINT

MARTA VASSILEVA

MICHAEL BORUSHEK

MICHAEL BRONFMAN

PAT TEDALDI

RICHARD TETTA

SEAN KELLY

SEAN WILLIAMS

SHIRLEY JONES

SIMON LAVIN

TIM SHEAHAN

VALERIE BERRY

Handwritten signatures for each employee name listed in the table.

32

EMPLOYEE'S SIGNATURE

AMIRIS CAESAR	Amiris Caesar
ARLENE GAWLOWSKI	Arlene Gawlowski
AUDREY FISHBEIN	Audrey Fishbein
BETTY FERNANDEZ	OUT
BRIAN HAYNES	Brian Haynes
CAROLYN DAVIS	Carolyn Davis
CHARLES CHAN	Charles Chan
CLAUDIA CRUSCO	Claudia Crusco
COLLEEN WRIGHT	Out 12/18 1PM
DEVINDRA PAUL	12/18 1PM
DIANE YOVINO	Diane Yovino
DOROTHY WOLFE	Dorothy Wolfe
ELSA FRANCIS	Elsa Francis
JEFF HAMMER	Jeff Hammer
JIMMY WIGFALL	Jimmy Wigfall
JING WU	Jing Wu
KATHY HARRIS	Kathy Harris
KENNETH DANCZEWSKI	Kenneth Danczewski
KODY DAVIS	Kody Davis
LANNETTE BURKE	Lanette Burke
MARIA SOTO	Maria Soto
MEENA PATEL	Meena Patel
MICHELLE MCCARTHY	Michelle McCarthy
MINDI SCHWARTZ	Mindi Schwartz
NELI QUINCHE	S/L
PATRIA PAMBID	Patria Pambid
PIPER JENKINS	Piper Jenkins
SANTIAGO MARTINEZ	Santiago Martinez
SEAN KELLY	12/18 1PM
SIO CHAN	Sio Chan
TINA WANG	Tina Wang
TYRONE RIDLEY	Tyrone Ridley

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To: All Employees
From: James F. Hanley
Re: EEPC Audit
Date: December 11, 2009

The Office of Labor Relations is committed to compliance with the Equal Employment Opportunity Policy (EEOP). As Commissioner, I reaffirm OLR's strong commitment to maintaining fair employment practices for all its employees.

Recently, OLR was audited by the Equal Employment Practices Commission to ensure compliance with Equal Employment policies.

The agency's adherence with EEO policies and procedures was found to be in compliance. However, there are some areas that the Commission has requested we enhance to ensure that all employees understand their rights and responsibilities under equal employment.

During the coming weeks, tasks and standards will be distributed to OLR employees for calendar year 2010. Performance evaluation, including recommendations for improving job performance and career advancements will be completed in January 2011.

Any employee who has questions or concerns regarding Equal Employment policies is encourage to speak with their supervisor, EEO Counselors, Roseann Bucchino and Sang Hong or EEO Officer Andrea Beach.

c: Margaret M. Connor
Andrea Beach



EQUAL EMPLOYMENT PRACTICES COMMISSION

City of New York

40 Rector Street, 14th Floor New York, NY 10006

Telephone: (212) 788-8646 Fax: (212) 788-8652

Cesar A. Perez, Esq.
Chair
Angela Cabrera
Malini Cadambi Daniel
Elaine S. Reiss, Esq.
Arva A. Rice
Commissioners

Abraham May, Jr.
Executive Director
Charise Hendricks
Deputy Director
Judith Garcia Quiñonez
Counsel

January 12, 2009

Commissioner James F. Hanley
Office of Labor Relations
40 Rector Street
New York, NY 10006

Re: Compliance Initiation

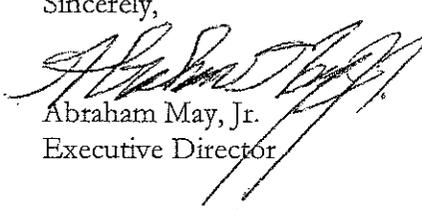
Dear Commissioner Hanley:

On behalf of Chair Cesar Perez, Esq. and the members of the Equal Employment Practices Commission I want to thank you for your December 9, 2009 Response to our October 29, 2009 Letter of Preliminary Determination pursuant to our audit of your agency's Equal Employment Opportunity Program from January 1, 2006 to December 31, 2008.

We have reviewed your Response and we are pleased to note that you agree with all of our audit recommendations. Consequently, in lieu of a Final Determination Letter we are prepared to initiate the City Charter-mandated audit compliance process. EEPC Counsel/Compliance Director Judith Garcia Quiñonez, Esq., or her designee, will contact your EEO officer Ms. Andrea Beach to schedule a meeting to initiate compliance.

We look forward to working with you and your staff to ensure an effective Equal Employment Opportunity Program in the Office of Labor Relations.

Sincerely,


Abraham May, Jr.
Executive Director

C: Andrea Beach, EEO Officer
Judith Garcia Quiñonez Esq., Counsel